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Office of Personnel

OP MEMORANDUM NO. 20-17-31

4 June 1982

OFFICE OF PERSONNEL MEMORANDUM

SUBJECT: ELIMINATION OF MEMORANDUM REQUIREMENT FOR CERTAIN ASSIGNMENTS

REFERENCES:

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1. Effective with the date of this OPM, memoranda will no longer be required to justify the assignments of employees to positions more than two grades above their grade, or to justify extensions of Personal Rank Assignments up to five years. This procedural change does not eliminate the requirement that memoranda recommending assignments of personnel in the Senior Intelligence Service be forwarded to the DCI or DDCI for review and approval.

2. In place of a memorandum, the justification will be briefly stated in the remarks section of the Request for Personnel Action (Form 1152) along with the concurrences of the Operating Official and the Head of Career Service (or his/her designee). This change will be reflected in a future reissuance of the regulation and is being made in the interest of eliminating unnecessary paperwork while assuring such assignments still receive adequate management consideration.

3. Any questions on this procedural change should be referred to the Professional Placement Branch of the Staff Personnel Division

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James N. Glerum  
Director of Personnel

OPM 14-82

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